

Bradley E. Grose, Mayor  
Matthew S. Hare, Vice Mayor  
I. Douglas Adams, Jr., Council Member  
William "Wes" Nance, Council Member  
Sabrina M. Weeks, Council Member



Vinton Municipal Building  
311 South Pollard Street  
Vinton, VA 24179  
(540) 983-0607

**Vinton Town Council  
Regular Meeting  
Council Chambers  
311 South Pollard Street  
Tuesday, April 21, 2015**

**AGENDA**

Consideration of:

**A. 6:00 p.m. - WORK SESSION**

1. Update on skate park location options.

**B. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**

**E. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**

**F. CONSENT AGENDA**

1. Consider approval of minutes for the Special Council meeting of March 31, 2015.

**G. AWARDS, RECOGNITIONS, PRESENTATIONS**

1. Proclamation – National Drinking Water Week

**H. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.

**I. PUBLIC HEARING**

1. Consideration of public comments regarding amendments to Article II. Districts and District Map, Sec. 2-1. Establishment of zoning districts, by adding Mixed Use Development (MUD) District; Article IV. District Regulations, by adopting and enacting Division 14. Mixed Use Development (MUD) District; Amending Article X. Definitions, Section 10-2. Words and Terms Defined (b) Certain Words and Terms Defined, by amending and enacting certain words and terms defined, of Appendix B, Zoning, of the Town Code.
  - a. Open Public Hearing
    - Report from Staff
    - Receive public comments
    - Council discussion and questions

- b. Close Public Hearing
- c. Council to consider adoption of Ordinance

**J. TOWN ATTORNEY**

**K. TOWN MANAGER**

**ITEMS REQUIRING ACTION**

- 1. Consider adoption of a Resolution approving the 2015-2016 operating budget of the Roanoke Valley Resource Authority.

**BRIEFING**

- 1. Update and consider approval to publish an RFP for renovations to the Farmers' Market as part of the \$700,000 CDBG Project.

**UPDATE ON OLD BUSINESS**

- 1. Water pressure issue on East Virginia Avenue and Pine Street.

**L. FINANCIAL REPORT FOR FEBRUARY 2015**

**M. MAYOR**

**N. COUNCIL**

**O. ADJOURNMENT**

**P. WORK SESSION CONTINUED**

- 1. Budget presentations:
  - a. Human Resources
  - b. Vinton Business Center
  - c. Town Manager
    - (1) Operating Budget
    - (2) Building and Grounds
  - d. Town Council
    - (1) Operating Budget
    - (2) Community Contributions
    - (3) Joint Local Government Services

**NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.** Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

**NEXT TOWN COMMITTEE/COUNCIL MEETINGS/EVENTS:**

**May 5, 2015** – 6:00 p.m. - Work Session followed by Regular Council Meeting at 7:00 p.m. – Council Chambers

**May 11, 2015** – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room



## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Administration

### **Issue**

Update on skate park location options.

### **Summary**

In late 2013 the Town of Vinton reached out to various organizations and individuals who had an interest in skateparks and the youth of Vinton to start a conversation of how the Town could partner with them to create a fully functional skatepark within the Town limits. In June 2014 Dan Coy reached out to the Town of Vinton to start the dialogue. Mr. Coy is part of Renewanation (the group who got the old Town of Vinton equipment) and based in the Town of Vinton. His organization has a warehouse on 2<sup>nd</sup> Street where all of the equipment is currently housed. Mr. Coy is beginning to start another organization, Invoke Ministries that will focus on youth and extreme sports such as skateboarding and BMX. Invoke Ministries is affiliated with Renewanation, the Fellowship of Christian Athletes and other organizations.

Mr. Coy approached the Town to partner with his organization to create a skatepark within the Town at the current concrete slabs behind the municipal building. Invoke Ministries would supply the ramps and the Town of Vinton would supply the area. A set of ramps would be dedicated to the Vinton Skatepark and others would be rotated in and out as needed to keep the flow of the skatepark fresh. Invoke Ministries would do programming at least twice a week for youth and would have volunteers at the site periodically. The other days the site would act as a traditional park. The Town would not be liable for any damages past what a typical park would be.

After the October 21, 2014 Council Meeting the Town held a Community Meeting about the proposed skate park location. Out of this Community Meeting the Town identified four (4) potential locations, within the Town limits, that would be suitable for a skate park facility. This Open House was held at the Vinton War Memorial on January 29, 2015. Community members and stakeholders were invited to give comments about the proposed sites.

Town staff consolidated the comments from the four sites and ranked the top two sites. The two sites that emerged as the top sites were the site on Walnut Avenue (Alternative Site 1) and the site at the corner of Walnut Avenue and West Jackson Avenue (Alternative Site 2). These were ranked as the top sites based on the community comments as well as staff's recommendations of their feasibility.

The two sites have both received construction estimates for complete build-out. Alternative Site 1 is more of a park setting with other amenities than a skate park included. The total budget for parking, a basketball court and 10,000 sq. ft. concrete slab for a skate park and pavilion is \$86,682. Staff will provide a breakdown of the costs at the Council Meeting. Alternative Site 2, which was the original proposed site, was just for a skate park. The concrete slab was about 6,000 sq. ft. and would have to be refurbished. The total cost of this site is \$20,000.

Staff will present to Council stakeholder comments as well as an overview of each site and its construction needs at the Council Meeting.

The project is a great way to give the youth of Vinton a safe place to play and hang out. This partnership will leverage qualities of both organizations to produce a product that will meet the needs of the target audience and will help create downtown Vinton as a destination place. The Town of Vinton and Invoke Ministries will work together to produce a product that is a minimal if any at all cost to the public.

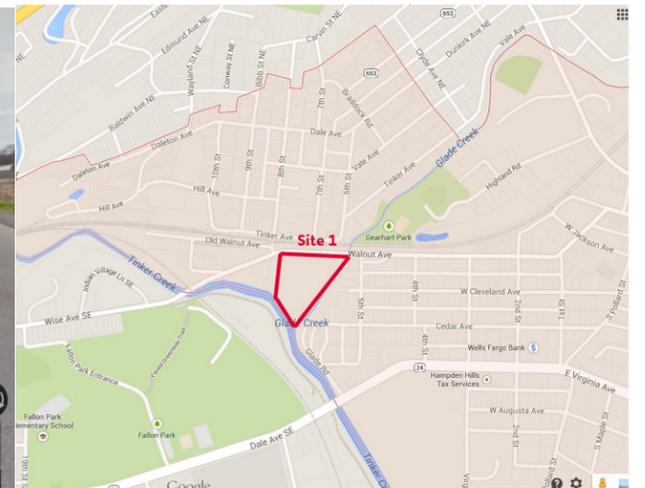
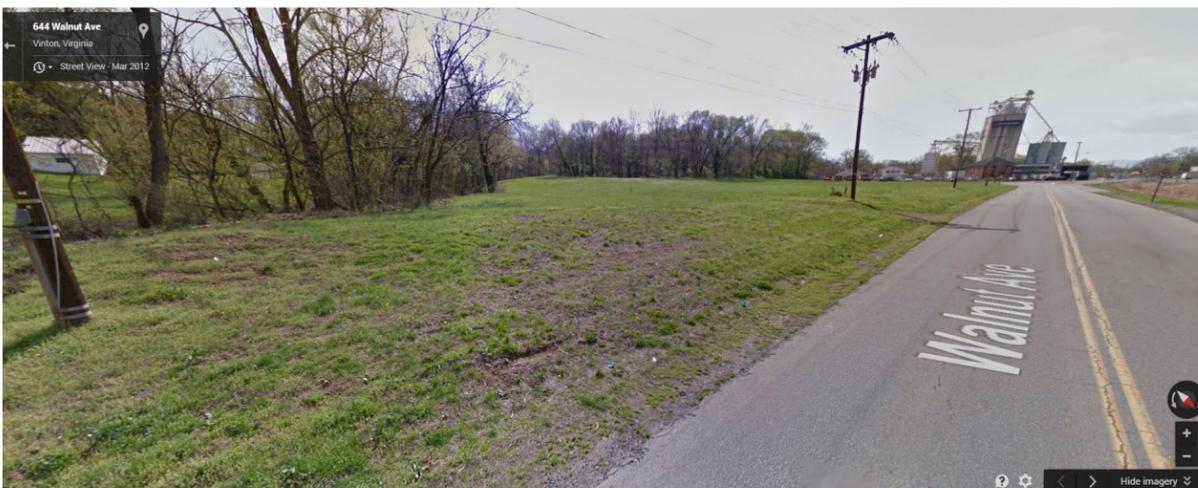
### **Attachments**

Site Plan (Alternative 1 – Walnut Avenue)  
Site Plan (Alternative 2 – West Jackson Avenue)  
Mark-Up of Site Plan 1  
Site Plan Drawing

### **Recommendations**

No recommendation

# Alternative Site 1: Town Owned Property-Walnut Avenue





# Proposed Multi-Purpose Park, 500 Walnut Avenue, Vinton



0 50 100 200 300 400 Feet

1 inch = 79 feet

Concrete steps

190'

60'

Phase II

Fire Fighter Parking

Existing Slabs

Sports Surface

concrete slope

Drain Repair

44'

90'

sidewalk 6'

Chainlink Fence

18'

50'

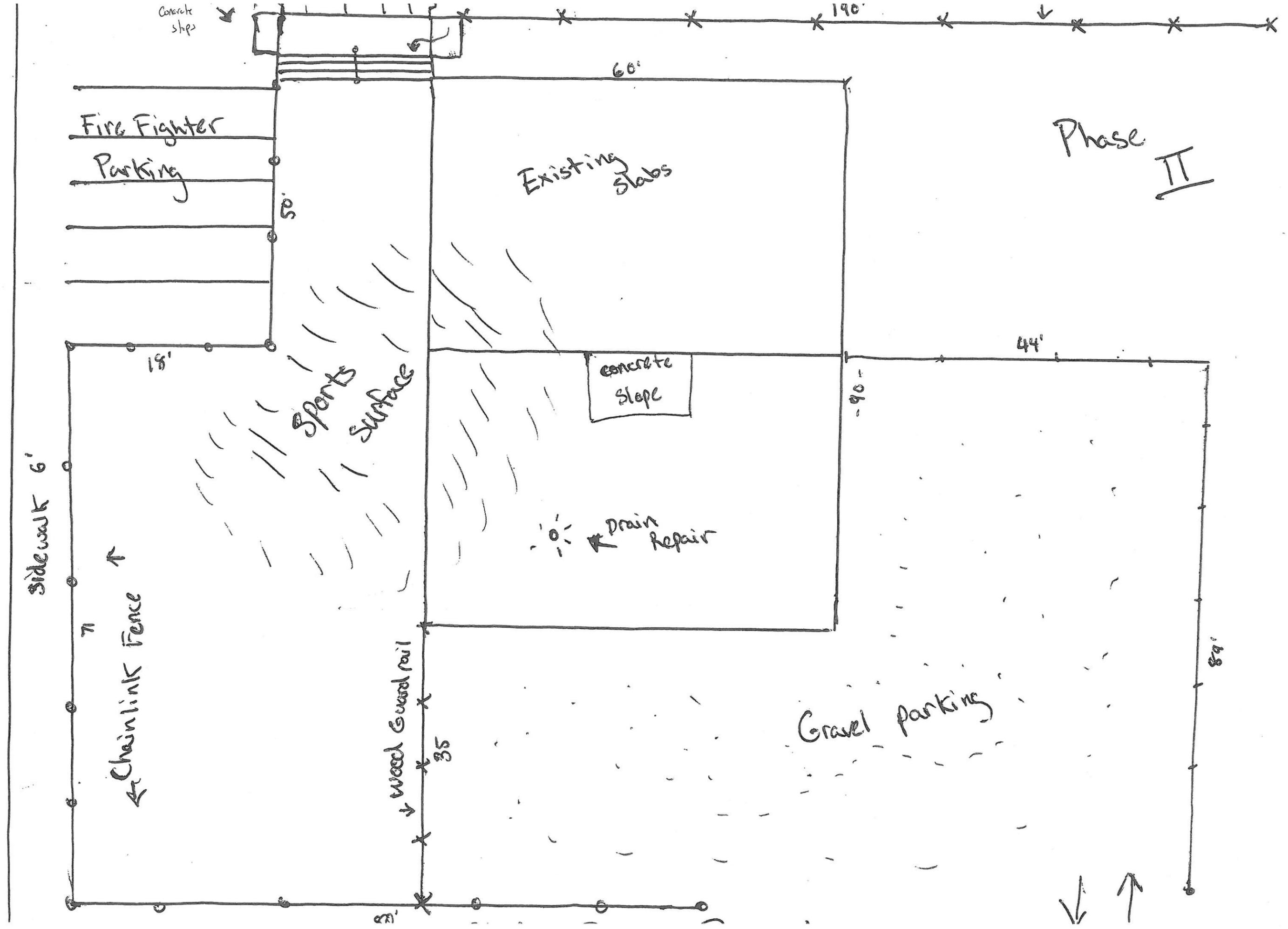
wood guard rail

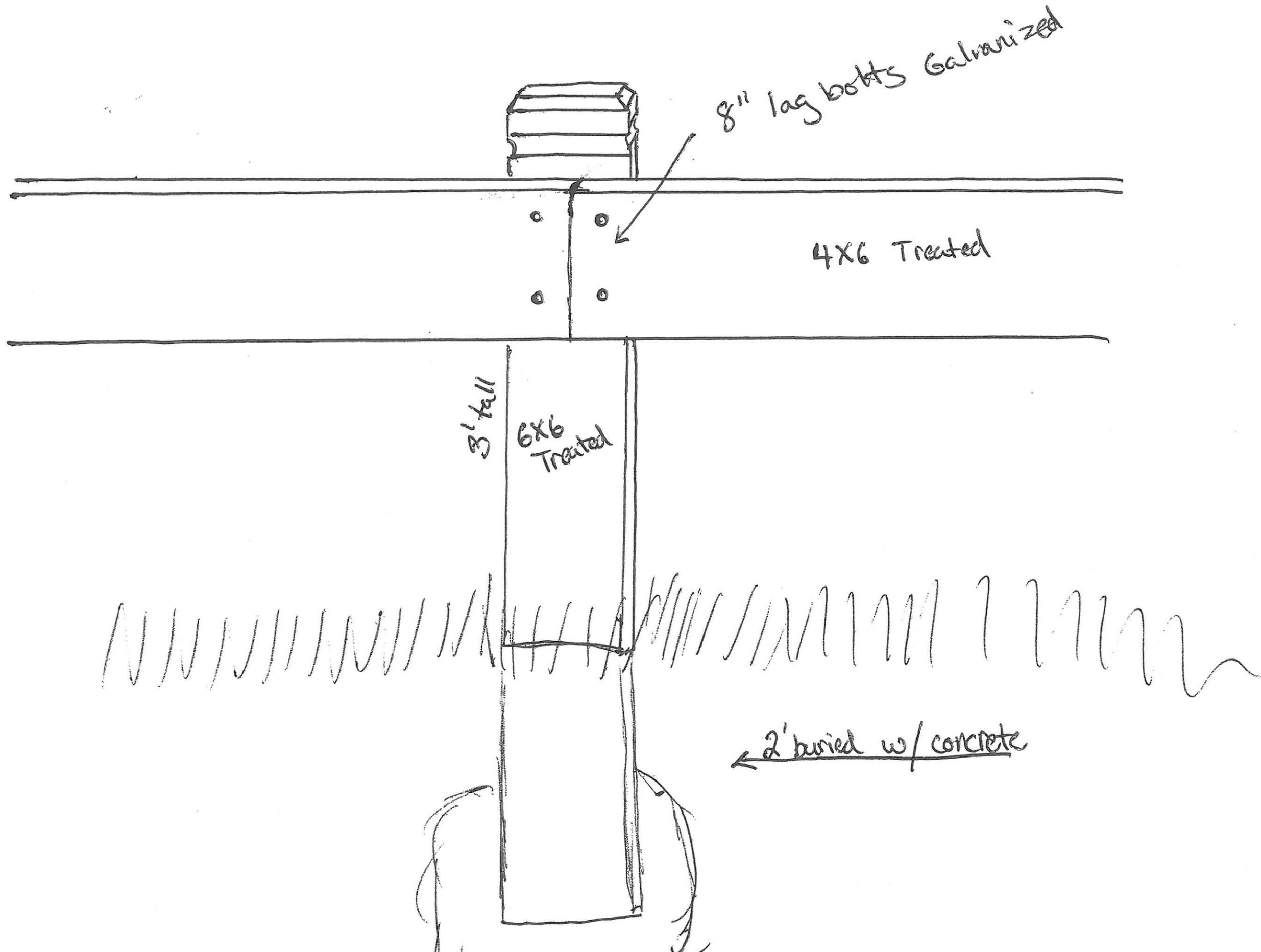
35'

Gravel parking

84'

33'







## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Town Clerk

### **Issue**

Consider approval of minutes for the Special Council meeting of March 31, 2015.

### **Summary**

None

### **Attachments**

March 31, 2015 minutes

### **Recommendations**

Motion to approve minutes

MINUTES OF A SPECIAL MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, MARCH 31, 2015, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor  
Matthew S. Hare, Vice Mayor  
I. Douglas Adams, Jr.  
William W. Nance  
Sabrina M. Weeks

STAFF PRESENT: Christopher S. Lawrence, Town Manager  
Theresa Fontana, Town Attorney  
Susan N. Johnson, Town Clerk  
Ryan Spitzer, Assistant Town Manager  
Barry Thompson, Finance Director/Treasurer  
Ben Cook, Police Chief  
Gary Woodson, Public Works Director  
Donna Collins, Human Resources Specialist  
Joey Hiner, Public Works Assistant Director  
Anita McMillan, Planning & Zoning Director

**The Mayor called the regular meeting to order at 7:00** p.m. The Town Clerk called the roll with Council Member Adams, Council Member Nance, Council Member Weeks, Vice Mayor Hare and Mayor Grose present. After a Moment of Silence, Council Member Weeks led the Pledge of Allegiance to the U.S. Flag.

Roll call

**Under upcoming community events/announcements,** Council Member Weeks announced the Vinton Relay for Life on May 1<sup>st</sup> at William Byrd High School, Vinton Wine and Food Festival will be May 16<sup>th</sup> and the Dogwood Festival beginning April 22<sup>nd</sup>.

**Council Member Adams made a motion to approve** the Consent Agenda as presented; the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Approved minutes of regular Council meeting of March 17, 2015

**The next item for consideration was further briefing** on the proposed FY2015-2016 budget. The Town Manager began by commenting that the Budget Team has been focusing on certain items to help balance the budget along with reviewing the services that are provided by the town. He then mentioned that Council had been furnished with a print-out of a Program Listing of 326 services, both internal and external. In order to rank these services, the Council's strategic goals, the

results of the citizen survey in 2011 and other factors such as cost recovery and if the service is mandated were used. Through this score, the list was broken into four quartiles.

The total budget to be proposed is \$12,403,284. The revenues are constantly being monitored, but remain fairly unchanged. If the real estate tax rate is left at the current rate of \$.03, there will be an increase of \$1,112 through the assessment.

Vice Mayor Hare commented on the slide that showed the tax rate comparison and stated that some of the localities listed also have other services they charge for such as public utilities. The Town Manager responded that was correct.

The Town Manager next commented that when the budget process started there was a \$500,000 gap based on what was submitted by the departments. However, with the addition of some bond payments that still needed to be made, it brought the gap up to \$608,901. In response to a question by Vice Mayor Hare, Barry Thompson explained that the schedule was not prepared correctly for the refinancing of the two debt issues in 2014 which refinanced the War Memorial and the EMS building to save money over the long term.

The Town Manager next commented that the proposed and advertised \$.04 increase in the real estate tax would be a net increase of \$182,252. To balance the budget, a \$.03 increase has been included at this point along with some recommended cuts. Every penny of increase represents approximately \$45,000.

Major highlights of the budget are to fully fund the 24-hour fire coverage which adds to more employees and a proposed 2% cost of living adjustment for our employees; Our strategic plan identifies that we need to be funding our paving program at approximately \$457,000. It is currently proposed to be funded at \$269,535 which is split between the water and sewer and general fund.

The \$20,000 compensation study that was first proposed has been removed primarily because staff feels like we can get Virginia Tech or someone to assist us with the study at a more reasonable cost. Other increases included at 10% are for estimated increases of insurance benefits such as workers compensation, LODA and auto and general liability. The current proposed budget does include the grant for the downtown project as well as the Glade Creek/Greenway project. At this point the General Fund does not fund any capital, but we will be looking at

making some recommendations on some small one-time capital items through our new policy on our capital reserve fund.

The Utility Fund is in much better shape based on the increases that were approved for last year and this fiscal year. The cost allocations were reviewed to help balance the budget in relation to what we can charge to this fund. Based on the projected revenue and expenditures, the Utility Fund will have a positive balance of \$379,015.

The Town Manager next commented on areas for consideration in service changes. First, there will be savings in our contribution to RCACP due to a lower use percentage, so the contribution amount has been reduced by \$10,000. Also, the amount requested for paving was reduced. Council Member Nance asked how much the budget has been adjusted and the Town Manager commented \$160,000.

Other considerations will be a review of efficiencies in the bulk/brush and recycling program. Another recommendation is to close the pool after the summer 2015 season. The retirement prefunded payout initially included in the budget has been removed and will be covered from any savings during the transition of filling the vacant position. Vice Mayor Hare commented that possibly this money could be set aside and when someone retires, that pay-out amount could be transferred out to the affected department.

Further items for consideration is the elimination of the part-time position in the Finance Department, the elimination or restricting of the K-9 Police services, efficiency/restructuring technology in the Police Department, reduction in spending at the War Memorial and general cuts based on historic trends that will not impact direct offering of services. We have tried to protect the funds to maintain our facilities and equipment and training for our employees.

**Janet Scheid was present at the meeting and the** Mayor offered her a time to make comments and she declined.

**The next item on the agenda was to consider adoption** of an Ordinance setting the real estate tax rate for calendar year 2015. The Mayor commented that the rate was advertised at \$.07 and then he asked for comments from Council

Vice Mayor Hare first commented about the minutes from a meeting in 2003 where Council lowered the tax rate from \$.05 to \$.03 and comments made that it might take the town in the wrong direction. The next year following that meeting, the town took on some significant debt and since then we have almost doubled the area pound, have seen tremendous increases in public transportation, decreased funding from the state and everything seems to be getting more expensive.

We have done a very good job as the present and past Council and staff of managing through these past years and Mr. Thompson has provided information on what the various increases of the tax rate will look like in dollars. Increasing taxes is not something he considers lightly. If we are going to increase a service level such as the 24-hour fire protection, the citizens should pay for it. This increased service has required us to take money from the fund balance this fiscal year and we cannot do that forever. The \$.03 increase will cover this increased service.

Vice Mayor Hare continued by commenting that his real issue is the difference between a \$.03 increase and a \$.04 increase. However, he does not want to have to do another increase again and it has been over 10 years since the tax rate was considered. There are items on the horizon that will get more expensive such as making significant investments in our retirement plan.

Council Member Adams next commented that he agreed with the comments of Vice Mayor Hare. We have been able to accomplish some good things over the years, but if we do not continue to improve the infrastructure we begin to lose and it is very hard to catch up.

When the bonds were used to do the EMS building and the War Memorial, he commented that on the EMS side it has saved the town money because they have been able to get more volunteers which has created the strongest EMS in the Valley today. This directly correlates to the equipment, the facility and the training provided to the members.

He further commented that he does not want to see a tax increase, but feels that we have an obligation to make sure the town is safe and we provide the necessary capital improvements to maintain our town.

Council Member Weeks commented that this increase is a hard decision. She feels that we are going to have to continue to convince people that Vinton is the place to be to help bring in more revenue and we need to continue to

reach out to different businesses to try and fill the now vacant buildings. She next commented that her finance, who is a business owner in town, has stated that the real estate tax increase will really hurt him. However, she is not sure how to fix the problem and she values the opinions of the other members of Council.

She next commented on some revenue information that Mr. Thompson had provided regarding the meals tax. If that tax is increased by 1%, it will generate revenue of approximately \$179,000. Ms. Weeks next commented that the \$.04 increase concerned her and she then proposed that Council possibly consider a meals tax increase to help the funding issue with the budget. She asked for Council's opinion on this matter.

Council Member Nance commented that he agrees with a lot of the comments that have been made. He agreed we cannot cut our way out of this nor can we tax our way out of this. It has to be a combination of the two. He wants to make sure that each of the departments are adequately funded, the employees are adequately compensated and adequately equipped to continue to do the fantastic job they have been doing the entire time he has lived in town. He believes there are other cuts to be found that go outside of the core services that we provide. He thinks that we need to address the issue of public transportation.

Mr. Nance next commented that he is not in agreement with setting a \$.04 increase. He would be cutting more aggressively in some of the areas that he mentioned at the last meeting along with some of the considerations made by staff. He is in favor of an increase, but not as much as the one being considered, but that he completely respects the opinions of the other Council members.

The Mayor commented that this Council and staff have done a wonderful job over the years with the taxpayers' money, particularly during the recent recession. He feels that the employees need a raise. The other area that has suffered is investment in the town primarily infrastructure and we cannot allow that to go too much further. His motto of growing out of this rather than saving out of this does not mean necessarily growing the tax rate, but growing the tax base by attracting more businesses in town that will generate tax revenue. For that reason, continued investment in this town is so very important.

Over the years, this Council has made public safety a hallmark and that should continue. The addition of two full-time firefighters which will bring us to 24-hour fire

coverage is essential. However, over the past years, he feels that staff has been very good at getting more aggressive at economic development. We are working much closer with the Chamber of Commerce and he is excited about the future of Vinton because of some many good things that are happening.

The \$.03 will certainly pay for the two additional firefighters. The \$.04 increase, although he deeply regrets to have to do this, is essential also because it is going to be needed to make any investment in the town. Based on this, he feels that a \$.04 increase is the responsible thing to do.

The Mayor next commented that he does understand the impact that this will have on businesses and he regrets that. He also wants to keep in mind that we have a large number of senior citizens in town that will be impacted as well. Because of this, he supports cutting in areas where we can even if those areas may be uncomfortable. We have already eliminated the dumpsters and there will be other things, but he supports those cuts. He is in favor of the \$.04 increase.

The meals tax is one that deserves consideration and discussion, but his concern is that if we are trying to attract new businesses, particularly restaurants in the town, would a 6% meals tax be a discouragement.

Vice Mayor Hare commented that a \$.03 increase covers the expanded fire coverage and asked where would Council plan to use the extra money between the \$.03 and \$.04 increase. The Mayor responded that there are a lot of programs deserving of these funds, but he understands that staff's recommendation would be that we look seriously at paving. This is an area, in his opinion, that we have been very deficient in over the years.

The Town Manager commented that when we look at our investment needs, it is road maintenance whether in the form of paving, sealing, crack sealing or other options, but that service needs additional investment. The other area would be capital improvements. Council Member Adams commented that he agreed with paving and infrastructure and the capital improvement items that we are not funding.

Vice Mayor Hare then commented that if we talk about economic development, taxing is economic development. How will our tax rate compare to our neighbors and will someone want to move a business into Vinton or will they think the tax rates are too high. He wants to make sure

we are not pricing ourselves out of the market. Council Member Nance commented that he believes businesses that are considering becoming a part of a community are looking at the infrastructure, the services that are provided to their employees, public safety and recreational opportunities. They are not looking just for low taxes.

Mr. Nance next commented that his initial thought about a meals tax is that when we increased the cigarette tax which affected a particular vocation, we saw how it worked against some of our merchants and how we saw merchants open businesses at the periphery of our town to avoid that tax. Something similar to that could happen with an increase in the meals tax to any potential businesses. He does not want the government to take a bigger piece of the pie, but to encourage the pie to grow.

Regarding the meals tax rates, the Town Manager commented that Roanoke City has a proposed increase in their meals tax, real estate tax and a host of other items. All counties are held to a 4% meals tax by state legislation. The City of Roanoke and City of Salem are at 5%.

After additional comments, Council Member Adams made a motion to adopt the Ordinance as presented; the motion was seconded by Vice Mayor Hare and carried by the following roll call vote, with all members voting: Vote 3-2; Yeas (3) – Adams, Hare, Grose; Nays (2) – Nance, Weeks.

Adopted Ordinance No. 958 setting the real estate tax rate for calendar year 2015

**The next item on the agenda was to consider adoption** of an Ordinance setting the personal property tax rate for calendar 2015. The Mayor commented that there is no change from our current rate for this tax. Council Member Nance made a motion to adopt the Ordinance as presented; the motion was seconded by Council Member Weeks and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Adopted Ordinance No. 959 setting the personal property tax rate for calendar 2015

**The next item on the agenda was to consider adoption** of a Resolution setting the allocation percentage for Personal Property Tax Relief in the Town of Vinton for the 2015 tax year. Mr. Thompson commented that the rate for this year is 60.86%. Vice Mayor Hare made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Adopted Resolution No. 2101 setting the allocation percentage for Personal Property Tax Relief in the Town of Vinton for the 2015 tax year

**The Mayor expressed thanks to staff for hard work on** budget and for all they do all year long. He also expressed thanks to Council for a respectful conversation and discussion tonight and the courage to do what is needed for the good of this community.

**Comments from Council: Council Member Nance** commented that his vote of “no” on the tax increase was not necessarily against the idea of raising revenue and he appreciated the strong stance courage of those who voted “yes”.

Vice Mayor Hare commented that this will be an interesting budget process and he looks forward to sitting down with department heads to go through the budget in more depth. Council will need to remember with regard to the pool budget that it has a full-time salary in it which will need to be considered. He next commented on the lack of citizen involvement in the budget process up to this point. As we continue to go through the budget process and look at other cuts in services, he would like to see more involvement. The Mayor commented that he agreed that citizen involvement is essential in this budget process.

**Vice Mayor Hare made a motion to adjourn the** meeting; the motion was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None. The meeting was adjourned at 8:25 p.m.

Meeting adjourned

APPROVED:

---

Bradley E. Grose, Mayor

ATTEST:

---

Susan N. Johnson, Town Clerk



## Town Council Agenda Summary

### Meeting Date

April 21, 2015

### Department

Public Works

### Issue

Proclamation - National Drinking Water Week

### Summary

The American Water Works Association (AWWA) advocates the recognition and celebration of Drinking Water Week in all cities, counties, and towns across the U.S. This week has been recognized by AWWA for more than 35 years.

The value of water should not be underestimated.

- Water delivers **Public Health Protection**. The first obligation of any waterworks is to provide safe water. In the United States, we can drink from any public tap with a high assurance of safety. An estimated 3 million people around the world die every year from waterborne diseases such as cholera and dysentery.
- Water delivers **Support for the Economy**. Businesses or housing developments do not succeed without a safe and sustainable water supply. Tap water is critical to businesses' day-to-day operations and is often a primary ingredient in the products they create. The incredible value of water is magnified during times of drought and when populations expand into arid climates.
- Water delivers **Fire Protection**. A well-maintained water system is critical in protecting our community from the ever present threat of fire. A system that provides reliable water at adequate pressure can be the difference between a small fire and an urban inferno. The ability to suppress fires also influences new home construction, business location decisions, and insurance rates.
- Water delivers **Quality of Life**. We too often take for granted that safe water is always accessible to drink, to wash clothes, to water lawns, and for a myriad of other purposes. When water service is interrupted, we are reminded of the extraordinary value of water.

We in Vinton are blessed with an abundant supply of safe water. We are also the beneficiaries of past generations who made the sacrifices to drill the wells, erect the storage tanks, and build the distribution system that delivers water to us today. We have an obligation to future generations of citizens to make the necessary infrastructure investments to assure the long-term delivery of safe and reliable water.

**Attachments**

Proclamation

**Recommendations**

Read and present Proclamation



# PROCLAMATION

**WHEREAS,** water is our most valuable resource; and

**WHEREAS,** only tap water delivers public health protection, fire protection, support for our economy, and the quality of life we enjoy; and

**WHEREAS,** any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

**WHEREAS,** we are all stewards of the water infrastructure upon which future generations depend; and

**WHEREAS,** each citizen of our community is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues.

**NOW, THEREFORE,** I, Bradley E. Grose, Mayor of the Town of Vinton, and on behalf of Town Council and all our citizens, do hereby proclaim May 3, 2015 to May 9, 2015 as **“NATIONAL DRINKING WATER WEEK”** in the Town of Vinton.

**IN WITNESS WHEREOF,** I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 21st day of April, 2015.

---

Bradley E. Grose, Mayor



## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Planning and Zoning

### **Issue**

Consideration of public comments to amend Article II. Districts and District Map, Section 2-1. Establishment of Zoning Districts, by adding Mixed Use Development (MUD) District; Article IV. District Regulations, by adopting and enacting Division 14. Mixed Use Development (MUD) District; Amending Article X. Definitions, Section 10-2. Words and terms defined (b) Certain words and terms defined, by amending and enacting certain words and terms defined, of Appendix B, Zoning, of the Town Code.

### **Summary**

The Planning Commission held a work session on November 13, 2014, and January 13, 2015, to discuss the proposed zoning ordinance amendment. On December 16, 2014, Town Council was briefed by Staff on the proposed zoning ordinance amendment. On February 3, 2015, a joint work session of the Planning Commission and Town Council was held to discuss the matter. As required by the VA State Code Section 15.2-2204, legal notices for the Planning Commission and Town Council public hearings were advertised in *The Vinton Messenger* on March 19, and March 26, 2015 for the Planning Commission public hearing; and on April 2, and April 9, 2015, for the Town Council public hearing. The Planning Commission held its public hearing on April 2, 2015, to receive public comments regarding the proposed amendment to the zoning ordinance. No members of the public were present at the meeting. The Planning Commission voted unanimously to recommend that Town Council approve the proposed amendment. Town Council will be holding its public hearing on this matter on April 21, 2015.

### **Attachment**

Ordinance

### **Recommendation**

Motion to adopt Ordinance

**ORDINANCE NO.**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, APRIL 21, 2015, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.**

**AN ORDINANCE TO AMEND ARTICLE II. DISTRICTS AND DISTRICT MAP, SECTION 2-1 ESTABLISHMENT OF ZONING DISTRICTS, BY ADDING MIXED USE DEVELOPMENT (MUD) DISTRICT; ARTICLE IV. DISTRICT REGULATIONS, BY ADOPTING AND ENACTING DIVISION 14. MIXED USE DEVELOPMENT (MUD) DISTRICT; AMENDING ARTICLE X. DEFINITIONS, SECTION 10-2. WORDS AND TERMS DEFINED (B) CERTAINS WORDS AND TERMS DEFINED, BY AMENDING AND ENACTING CERTAIN WORDS AND TERM DEFINED, OF APPENDIX B, ZONING, OF THE VINTON TOWN CODE.**

**WHEREAS,** there are several vacant parcels, buildings and underutilized properties located throughout the Town of Vinton; and

**WHEREAS,** the intent of the Mixed Use Development district is to encourage the orderly development of mixed residential/commercial sites and to encourage innovative development patterns that create a desirable environment, particularly for lots which contain a number of constraints to conventional development; and

**WHEREAS,** mixed use is the idea of creating a multi-use, multi-purpose building or set of buildings, incorporating some combination of residential, commercial, industrial, office, institutional, or other land uses as part of the overall environment; and

**WHEREAS,** the Town's Planning and Zoning Department reviewed and prepared an ordinance to incorporate mixed use development district as a new district classification, and to amend the current definition for multi-family dwelling; and briefed the Planning Commission during two work sessions on November 13, 2014 and January 13, 2015, Town Council during its regularly scheduled meeting on December 16, 2014; concerning same; and

**WHEREAS,** the Planning Commission and Town Council held a joint work session on February 5, 2015; and

**WHEREAS,** the Planning Commission held a public hearing on April 2, 2015, and the Town Council held a public hearing on April 21, 2015, after giving notice in accordance with §15.2-2204, Code of Virginia, as amended.

**NOW, THEREFORE, BE IT ORDAINED** that the Vinton Town Council does hereby amend Article II. Districts and District Map, Section 2-1. Establishment of Zoning Districts, by adding Mixed Use Development (MUD) District; Article IV. District Regulations, by adopting and

enacting Division 14. Mixed Use Development (MUD) District; Amending Article X. Definitions, Section 10-2. Words and terms defined (b) Certain words and terms defined, by amending and enacting certain words and terms defined, of Appendix B, Zoning, of the Vinton Town Code, as follows:

**APPENDIX B – ZONING**

\* \* \*

**ARTICLE II. DISTRICTS AND DISTRICT MAP**

**Sec. 2-1. Establishment of zoning districts.**

In order to carry out the purposes of this appendix, the following zoning districts are hereby established:

R-LD Residential Low Density district

R-1 residential district

R-2 residential district

R-3 residential district

R-B residential-business district

GB general business district

CB central business district

M-1 limited industrial district

M-2 general industrial district

PD planned development district

Public/open space district

FO Floodplain Overlay District

Mixed Use Development (MUD) District

\* \* \*

**ARTICLE IV. DISTRICT REGULATIONS**

\* \* \*

**Sec. 4-74 to Sec. 7-79. Reserved**

\* \* \*

**DIVISION 14. MIXED USE DEVELOPMENT DISTRICT (MUD) DISTRICT**

**Sec. 4-80. Intent of district.**

Mixed use is the idea of creating a multi-use, multi-purpose building or set of buildings, incorporating some combination of residential, commercial, industrial, office, institutional, or other land uses as part of the overall environment. Mixed use may be developed at various scales from a mixed-use building, mixed use parcels/sites or mixed use walkable/transit areas. A mixed use building or buildings will be considered largely residential with street front commercial space, provider retailers with customers within close reach of each other.

The intent of the Mixed Use Development district is to encourage the orderly development of mixed residential/commercial sites and to encourage innovative development patterns that create a desirable environment, particularly for lots which contain a number of constraints to conventional development. These regulations are designed to achieve the following objectives:

- (a) Allow market-driven growth in places that are most conducive to accommodating additional activity.
- (b) Encourage economic development through the creation of a mix uses adjacent to existing commercial centers.
- (c) Provide diverse housing development for households with a range on incomes and lifestyles.
- (d) Promote a walkable community with pedestrian-oriented buildings and open space that connects to nearby destinations.
- (e) Create and support lively, human-scaled activity areas and gathering places for the community by encouraging civic uses, plazas, and a mix of uses.
- (f) Ensure that new development is consistent with and enhances the nearby streetscapes.
- (g) Promote development that accommodates the automobile but also emphasizes alternative travel means such as buses, biking, and walking.
- (h) Promote the adaptive reuse of existing buildings that have been identified as architectural, cultural, and/or historic significance to the community.
- (i) Encourage redevelopment of underutilized or obsolete industrial, commercial or institutional property.
- (j) Create opportunities to use new technologies in managing the quality and quantity of stormwater; and
- (k) Encourage the preservation of steep slopes, floodplains, historic structures and areas, and unique, natural, or geological formations.

#### **Sec. 4-81. Procedural requirements for Mixed Use Development (MUD) district.**

Applications to establish a Mixed Use Development (MUD) district or amend the development plan of MUD district shall include a proposed development plan, drawn to scale, containing the following information and necessary explanatory materials:

- (a) Boundaries of the location of the proposed MUD district and the ownership of properties contained therein, as well as all existing public and private streets, alleys, and easements within and immediately adjacent to the district;
- (b) Location, size, and use of existing buildings and the location, size, and use of proposed buildings or additions to existing buildings;
- (c) Location of all existing parking facilities, off-site parking facility, on-street parking, shared parking, and the approximate location of all proposed surface parking lots or parking structures, including the number of parking spaces for each lot or structure and all existing and proposed means of access to parking areas and to public or private streets, alleys, and easements;
- (d) Proposed changes in the location, width, or character of public streets, alleys, or easements within and adjacent to the district, and the delineation of any private driveways or loading spaces that intersect with public rights-of-way or easements and the delineation of routes for emergency vehicles accessing the district;
- (e) Existing and proposed pedestrian routes, including links between various buildings;
- (f) General use of major existing and proposed open spaces within the site and specific features of the development plan, such as screening, buffering, or retention of natural areas, which are intended to enhance compatibility with adjacent properties, and calculations of the percentage of usable open space for the district;
- (g) Infrastructure plans indicating the size and location of existing and proposed stormwater, sanitary sewer, and water lines as well as estimates of impacts of the proposed development on infrastructure capacity in the district and impacts on collector lines immediately outside of the district; and
- (h) Information to demonstrate the compatibility of all structures with the character and appearance of the surrounding neighborhood by virtue of the structures' height, bulk, and location within the MUD district.

#### **Sec. 4-82. Permitted uses and structures.**

(a) *Uses and structures permitted by right.* The following uses and structures are permitted by right in the Mixed Use Development district, subject to all other applicable requirements of this appendix:

- (1) Single-family dwellings.

- (2) Two-family dwellings.
- (3) Townhouses.
- (4) Multifamily dwellings.
- (5) Churches and other places of worship.
- (6) Parks, playgrounds, other recreational facilities and community centers.
- (7) Public schools and private schools.
- (8) Government administrative uses, post offices, community centers, and libraries.
- (9) Minor and major public utilities.
- (10) Family day homes and child day care centers.
- (11) Adult day care homes and adult day care centers.
- (12) Assisted living facility.
- (13) Group homes.
- (14) Home occupations.
- (15) Commercial uses, which shall be limited to the following:
  - a. Offices, banks, other financial services and medical and dental clinics; but not including establishments with drive-up window facilities.
  - b. Personal service businesses;
  - c. Retail stores and shops;
  - d. Laundromats and laundry and dry cleaning pickup stations;
  - e. Restaurants, cafes, delicatessens, tearooms, coffee houses, retail bakeries and ice cream parlors, but not including establishments with drive-up window facilities or establishments where food or beverages are intended to be consumed in vehicles on the premises;
  - f. Artist studios, art galleries, art supply shops and custom frame shops;
  - g. Music and dance instruction;
  - h. Libraries and museums;
  - i. Pet shops, pet grooming shops, veterinary clinics, provided that all facilities shall be located within completely enclosed and air conditioned buildings which are soundproof to the extent that sounds produced by animals kept or treated therein are not audible outside the building;
  - j. Repair service, including bicycles, but not including motorized vehicles;
  - k. Community markets;

- l. Indoor sports facilities, including bowling alley, racquet sports, and health club;
  - m. Hotels, bed and breakfast facilities, convention centers, meeting space, and banquet facilities.
- (16) Signs as permitted in article V of this appendix.
- (17) Accessory uses and structures.

(b) *Uses and Structures permitted by special use permit (SUP)*. The following uses and structures are permitted by special use permit in the Mixed Use Development district, subject to all other applicable requirements of this appendix:

- (1) Drive-through windows serving or associated with permitted uses provided such facilities are located at the rear or side of the structure and do not conflict with pedestrian travel ways. In no case shall the drive through lane or window abut or face a public street.
- (2) Outdoor storage, display and/or sales serving or associated with a by-right permitted use, if any portion of the use would be visible from a travel way.
- (3) Individual buildings over 20,000 total square feet in gross floor area, or greater than 10,000 square feet per floor.
- (4) Fuel sales with pumps located at the rear or side of the associated retail structure and which do not conflict with pedestrian travel ways or interrupt street frontage. In no case shall the gas pump canopy abut a public street.

**Sec. 4-83. Street design, block size and sidewalks.**

(a) *Public streets*. All proposed streets within a MUD district shall be designed and constructed according to the VDOT Secondary Street Acceptance Requirements, and the applicant shall ensure that the proposed public streets will be accepted into the public street system by VDOT and Town, and shall supply such surety as the Town may require.

(b) *Grid network*. The transportation system in the MUD district shall be generally in the form of a grid of interconnected streets, alleys and paths, modified as necessary to accommodate topography and parcel shape.

- (1) *Streets*. Proposed streets within the MUD district shall be extended to the boundary lines of the parcel being developed and terminated with stub outs to provide access to adjacent tracts not presently being subdivided or developed.
- (2) *Cul-de-sac streets*. Cul-de-sac streets shall not comprise more than ten percent (10%) of the total street length in the MUD district, nor shall any individual cul-de-sac street exceed five hundred (500) feet in length. Alleys are exempt from this calculation.

- (3) *Block size.* Blocks shall be in conformance with Appendix A Subdivision Ordinance.
- (4) *Street design.*
  - a. Street sections shall be designed to meet VDOT standards and shall be built to the narrowest dimensions permitted by Town and VDOT.
  - b. Dead end alleys are permissible if identified in the Development Plan submitted at the time of rezoning approval, but in no circumstances shall an alley have a dead end length of over one hundred feet (100'). Dead end alleys shall have hammerhead turnarounds.
  - c. Bicycle accommodations shall meet VDOT requirements.
- (5) *Accommodation for pedestrians and bicycles.*
  - a. Accommodations for pedestrians and bicycles within new proposed Town right-of-way shall be designed and constructed according to VDOT Secondary Street Acceptance Requirements. Reasonable accommodation for bicycles should be considered in existing street systems.
  - b. Sidewalks shall be provided on both sides of the street and separated from the roadway by a planting strip or designated parallel parking.
  - c. The paved area of sidewalks shall be not less than five (5) feet wide. If a planting strip is provided, it shall be a minimum of four (4) feet in width.
- (6) *Lot Access.*
  - a. All lots shall front on a public street or on a square or plaza.
  - b. Alleys shall serve only the rear or sides of lots or uses.

**Sec. 4-84. Parking.**

(a) *Off-street parking.* Except as otherwise provided by this subsection, off-street parking requirements shall be in accordance with Article V of this Appendix.

(b) *Shared parking.* Shared parking shall be permitted upon approval of a shared parking plan by the Zoning Administrator.

(c) *On-street parking.* On-street parking is permitted, provided that the design and placement of such spaces are approved by the Vinton Department of Public Works.

- (1) On-street as well as off-street parking spaces shall be counted toward satisfying the use-based parking requirements contained within Article V of this Appendix.
- (2) Where on-street parking is provided, requirements for off-street parking shall be reduced accordingly.

- (3) On-street parking spaces assigned to a building or use shall be those spaces that abut the lot containing that building or use.
- (4) On-street parking shall be provided on streets abutting squares, small parks or other open spaces.

(d) *Off-street parking for commercial and mixed uses.* Off-street parking and loading spaces for commercial and mixed-use structures shall be located to the rear of principal structures with the exception of required handicapped parking or loading spaces or for existing building which may be located to the sides of the principal structure.

(e) *Parking for retail and services.* Parking for retail and service uses shall not require on-site parking provided that:

- (1) On-street or off-street parking is available within a six-hundred-foot radius of the activity.
- (2) The total floor space for the individual uses does not exceed 2,500 square feet of gross floor area.

#### **Sec. 4-85. Pedestrian Scale Lighting.**

The provisions of this subsection shall apply to any non-residential project in a MUD district as follows:

- (a) Generally, site lights should be dark-sky-friendly, and not cast light upward into the sky. Site lighting shall be located and designed so as to illuminate only the intended lot; light shall be directed downward to the immediate area being lighted and away from any living quarters.
- (b) Floodlights or directional lights (maximum 100-watt metal halide bulbs) may be used to illuminate alleys, parking garages and working (maintenance) areas, but shall be shielded or aimed in such a way that they do not shine into other lots, the street, or direct light out of the MUD district. Floodlighting shall not be used to illuminate building walls (i.e. lights should not be placed on the ground so that a beam of light is directed upward).
- (c) Pedestrian scale decorative street lights (12' to 15' in height) shall be installed by the developer on both sides of new streets throughout the MUD district with a general average spacing of seventy-five (75') feet on center.

#### **Sec. 4-86. Utilities.**

The following provisions shall apply to providing utilities in the MUD district:

- (a) All development within a MUD district shall be served by public water and sewer facilities.
- (b) Utilities (and associated pedestals, cabinets, junction boxes and transformers) including electric, cable TV, telephone and natural gas service shall be located underground and to the rear of properties in alley rights-of-way (ROW) or the ROW of minor streets, and

all utilities shall be located within a public utility easement. Above-ground utilities are permissible if identified and approved in the Development Plan submitted at the time rezoning is approved.

**Sec. 4-87. Property owners' association (POA).**

A property owners' association (POA) shall be established:

- (a) A property owners association (POA) shall be established by the developer at the time of zoning approval of a MUD district.
- (b) Membership in a POA shall be mandatory for all property owners within the MUD district, and shall be required as a covenant in all deeds to property in the MUD district granted after development plan approval.
- (c) The developer shall prepare documents which provide at a minimum that the POA shall accept title to any common elements including, but not limited to, open space, recreation, plazas, roads, parking, sewer, water, and stormwater management facilities which will not be publicly owned, and shall provide for the maintenance of any common area improvements or other property owned by the POA.

**Sec. 4-88. General development standards.**

The following general development standards shall apply in the MUD district:

- (a) The density of a MUD district shall not exceed twenty-four (24) dwelling units per gross acre. For purposes of calculating density, areas devoted to sites for commercial uses shall not be included.
- (b) Except infill sites of less than three (3) acres; not less than 10 to 20 percent of the gross area of each MUD district shall be devoted to common open space meeting the following criteria:
  - (1) Common open space shall consist of areas owned by a homeowners' association and devoted to active or passive recreation or leisure time use or to the privacy or visual enjoyment of residents of the development, and may include buffers, floodplains, steep slopes and other natural areas to be preserved. Common open space may include land improved or developed for recreation use, including swimming pools, game courts, playgrounds, recreation centers and similar facilities, but shall not include streets, parking areas, private yard areas or sites reserved for future development of a nature that would not qualify as common open space.
  - (2) Common open space shall have horizontal dimensions of not less than 50 feet, except areas devoted to pedestrian trails, bikeways or leisure trails shall not be less than ten feet in horizontal dimensions.
  - (3) Common open space shall be arranged, together with streets and walkways, to provide a continuous and interconnected system which is accessible from all

dwelling units within the development without having to cross privately owned property.

- (c) Minimum yards, setbacks and spaces between buildings shall be as required in the R-3 residential district, unless different minimum requirements are specifically authorized in the approved master development plan for the MUD district.
- (d) Where adjacent to a non-compatible land use, as determined by zoning administrator, a buffer area of not less than 15 feet in width shall be provided around the perimeter of the MUD district, except adjacent to public streets providing access to the district. Such buffer area shall be left in a natural state or shall be supplemented with landscaping materials and/or structural fences or walls. No building, structure, road, parking area or improvement for active recreation use shall be located in any required buffer.
- (e) No building or structure in a MUD district shall exceed a height of 45 feet. This height limitation should not apply to the adaptive reuse of existing structures that have been identified as architectural, cultural and/or historic significance to the community.
- (f) Except as may be specifically approved by the town council in conjunction with the MUD district master plan, streets within a MUD district shall be public and shall be constructed in accordance with applicable standards of the town and the Virginia Department of Transportation. Private internal streets within a MUD district which provide access to sites within the district and do not provide for through traffic by the general public may be permitted by the council in accordance with design and construction standards specified in the MUD district master development plan.
- (g) Provisions shall be made by the developer to ensure preservation and maintenance of required common open space and other common areas and facilities. Ownership of common areas and facilities shall be vested in a homeowners' association comprised of all owners of property within the development. Appropriate covenants and restrictions providing for preservation and maintenance of such areas and facilities shall be described in general and approved as to form by the town attorney at the time of submission and review of the MUD district master development plan. Final covenants and restrictions shall be submitted for review by the zoning administrator and town attorney, and shall be recorded prior to approval of any site plan.
- (h) A variance from the development standards may be permitted by the zoning administrator, when strict adherence to such development standards would result in substantial injustice or hardships. An appeal from the decision of the zoning administrator may be taken to the Board of Zoning Appeals (BZA) in accordance with section 9-7 of this appendix.

**Sec. 4-89. Procedures.**

- (a) Except as specifically modified by the provisions of this division, application for rezoning of property to a MUD district shall be submitted in the same manner and shall be reviewed and considered in the same manner as other applications to change the zoning classification of property by amendment to the official zoning district map as set forth in article VIII of this appendix. A master plan for the development of each MUD district shall be submitted by the applicant as part of the application for rezoning. Upon approval by the town council, the standards and requirements set forth in the master plan shall, together with the applicable requirements of this appendix, constitute the regulations applicable within the MUD district.
- (b) Every application for rezoning to a MUD district shall include a master plan for development of the site which shall consist of not less than the following written and graphic information, in such number as specified by policy of the planning commission, prepared in sufficient detail and scale and with sufficient clarity to accurately depict the nature and character of development proposed within the MUD district:
  - (1) A plat, legal description of the property and verification of ownership or control by the applicant.
  - (2) Existing zoning, uses and structures on the subject site, and existing zoning and use of adjacent properties.
  - (3) An inventory of site characteristics and natural features, including topography with contour intervals of five feet or less, watercourses, water bodies, floodplains, wooded areas and other major vegetation features, and historic and archeological resources.
  - (4) Description of the proposed development, including its general character, the manner in which it satisfies the purposes and intent of MUD district, means of preserving significant natural features and means of addressing potential impacts on the community and on public services.
  - (5) A land use plan for the site, showing specific land uses with schematic site plans, access and circulation, general location and arrangement of buildings, parking areas, driveways, pedestrian routes, natural areas to be retained, buffers and open spaces and their functions and general character.
  - (6) Statements or graphic representations showing proposed development standards including minimum lot areas and widths, minimum yards and setbacks, building heights, densities, amount of nonresidential floor area, numbers of parking spaces and percentage of open space.
  - (7) Traffic impact analysis, at the discretion of the Zoning Administrator.
  - (8) General plans for public services and utilities sufficient to show that necessary services and utilities will be provided to serve the development.

- (9) Statements or graphic representations of general character and architectural and community design guidelines to be applicable to the development, including street and parking area design standards, lighting and signage.
  - (10) General description of covenants and restrictions intended to provide for preservation and maintenance of common areas and facilities.
  - (11) Development phasing schedule.
  - (12) Such other information deemed necessary by the zoning administrator, planning commission or town council to establish that the proposed development complies with the general purposes or specific requirements of this appendix, including such additional information or analyses as may be necessary to evaluate potential impacts of the proposed development on the surrounding area and the community as a whole
- (c) [Reserved.]
- (d) Prior to submission of the application and master development plan, the applicant shall meet with the zoning administrator to discuss the proposed development in general and the MUD district application, review and approval process.
- (e) Formal review, consideration and action on the application shall be conducted in accordance with the provisions of division 1 of article VIII of this appendix. The planning commission's action on the application shall include recommendations to town council regarding the master plan accompanying the application, and the commission may recommend modifications or changes to such master plan. The town council may consider further modifications or changes to the master plan after the planning commission makes its recommendation, provided such are referred to the commission before final action by the council.
- (f) Prior to development pursuant to an approved MUD district, subdivision plats as normally required by the subdivision ordinance [Appendix A of this Code] of the town and site plans as normally required by article VII of this appendix shall be submitted and approved. Subdivision plats and site plans shall conform to the standards and requirements of the MUD district and the master plan approved in conjunction with the district.
- (g) Minor modifications to an approved MUD district master development plan may be authorized by the zoning administrator when such modifications do not: Alter the boundaries of the property; conflict with specific requirements of this appendix or any specific standards or requirements set forth in the approved master plan; significantly decrease the width or depth of any yard, setback or buffer area; significantly alter points of access to the property or the internal circulation system; significantly alter the arrangement of major site plan elements; or substantially change the general character, architectural treatment or design of elements of the plan. Any change in an approved MUD district master development plan other than a minor modification as described

above shall require a formal amendment subject to the same procedures and requirements as a new application.

**Sec. 4-90 to 4-95 Reserved.**

\* \* \*

**ARTICLE X. DEFINITIONS**

**Sec. 10.2. Words and terms defined.**

(a) Same.

(b) Same.

(10) through (24). Same.

(25) ~~*Dwelling, multifamily.*~~ ~~A building which contains three or more dwelling units, regardless of the form of ownership of such units.~~

(25) *Dwelling, multi-family.* A classification of housing where multiple separate housing units for residential inhabitants are contained within one building or several buildings within one complex. A common form is an apartment building.

(26) through (106) Same.

(107) *Zero Lot-Line Home.* The strict definition of a zero lot line home relates to the placement of the home on the building lot. In order for a small building lot to provide usable yard space, one side of the home is placed as close to the property line as possible. This placement typically allows marginal space between two homes on adjacent lots. Therefore, there are generally no windows on the sides of the homes closest to the property line. The zero lot line method of development has also been utilized for attached homes, which are commonly known as duplexes in which case the two homes share a common wall that is aligned with the center of the two adjoining lots.

(107) Change to (108) *Zoning Administrator.* The person designated by the town council to administer and enforce the provisions of this appendix.

\* \* \*

**BE IT FURTHER ORDAINED**, that this Ordinance shall become effective upon its adoption.

This Ordinance adopted on motion made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, with the following votes recorded:

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk



## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Administration

### **Issue**

Consider adoption of a Resolution approving the 2015-2016 operating budget of the Roanoke Valley Resource Authority.

### **Summary**

Council was furnished a copy of the RVRA 2015-2016 operating budget at its April 7th meeting. In accordance with the Member Use Agreement dated October 23, 1991, the annual budget of the Authority must be submitted for approval by each of the governing bodies after approval by the RVRA Board. Dan Miles will be present at the meeting to make comments and answer any questions.

### **Attachments**

RVRA Board Notice of Public Hearing & Resolution  
RVRA Budget Summary  
Resolution

### **Recommendations**

Motion to adopt Resolution

**NOTICE OF PUBLIC HEARING  
ON PRELIMINARY FEE SCHEDULE FOR  
ROANOKE VALLEY RESOURCE AUTHORITY**

Notice is hereby given that the Roanoke Valley Resource Authority ("Authority") will hold a public hearing in accordance with Section 15.2-5136 of the Code of Virginia, as amended, on the Authority's preliminary schedule of fees and charges to be assessed in connection with the use of the Authority's garbage and refuse collection and disposal system and related facilities. The public hearing, which may be continued or adjourned, will be held at 12:00 noon, or as soon thereafter as may be practicable, on June 24, 2015, at the Authority's offices at 1020 Hollins Road, N.E., Roanoke, Virginia. The resolution adopted by the Authority on March 25, 2015, establishing the preliminary fees and charges is set forth below:

**RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY**

**Adopted this 25<sup>th</sup> day of March 2015**

**RA#2015-687**

A RESOLUTION SETTING FORTH AND PROVIDING FOR PUBLIC NOTICE AND HEARING ON  
THE AUTHORITY'S PRELIMINARY SCHEDULE OF REVISED RATES, FEES, AND CHARGES  
TO BE EFFECTIVE JULY 1, 2015.

WHEREAS, the Roanoke Valley Resource Authority ("Authority"), in accordance with the provisions of the Virginia Water and Waste Authorities Act, intends to establish a revised schedule of rates, fees, and charges to be charged by the Authority to users of the Authority's garbage and refuse collection and disposal system and related facilities ("System"), providing for the following changes in the Authority's rates, fees, and charges:

- (i) increase the Municipal Waste fee from \$48.00/ton to \$49.00/ton;
- (ii) increase the Commercial Waste fee from \$58.00/ton to \$59.00/ton;
- (iii) increase the Construction and Demolition Waste fee from \$58.00 to \$59.00;
- (iv) increase the Asbestos (Non-Friable) fee from \$58.00 to \$59.00;
- (v) increase the Dead Animals fee from \$58.00 to \$59.00;

NOW, THEREFORE, BE IT RESOLVED by the Roanoke Valley Resource Authority as follows:

1. Fees and Charges. The Authority hereby adopts the preliminary schedule of revised rates, fees, and charges to be charged by the Authority effective July 1, 2015, for the use of the System are as set forth on Exhibit A, which is attached to and incorporated in this resolution.

2. Public Hearing. A Public Hearing is hereby scheduled for the Authority's regularly scheduled June Board Meeting at 12:00 p.m. on June 24, 2015 at the Authority's Tinker Creek Transfer Station on the preliminary schedule of revised rates, fees, and charges.

3. Notice of Public Hearing. The Chief Executive Officer and Secretary of the Authority are authorized and directed to publish the required Notice of Public Hearing setting forth the preliminary schedule of revised rates, fees, and charges to be given by two publications, at least 6 days apart, in a

newspaper having general circulation in the area to be served by the Authority with the second notice being published at least 14 days before the date fixed in such notice for the hearing. The Authority Secretary is authorized and directed to mail a copy of such Notice of Public Hearing, including this Resolution, to the Board of Supervisors of Roanoke County, the Town Council of the Town of Vinton, and the City Council of the City of Roanoke. After such public hearing, the preliminary schedule, either as originally adopted or as amended, may be adopted and put into effect.

4. Effective Date. This Resolution shall take effect immediately.

ATTEST: Peggy L. Bishop, RVRA Board Secretary

**ROANOKE VALLEY RESOURCE AUTHORITY  
WASTE DISPOSAL FEES & CHARGES  
AS OF: ~~JULY 1, 2014~~ JULY 1, 2015**

MUNICIPAL WASTE	\$49.00	<del>\$48.00</del> PER TON
COMMERCIAL WASTE	\$59.00	<del>\$58.00</del> PER TON
CONSTRUCTION AND DEMOLITION WASTE	\$59.00	<del>\$58.00</del> PER TON
WOOD WASTE		
CLEAN LOADS OF UNTREATED BRUSH OR WOOD SUITABLE FOR TUB GRINDING		\$35.00 PER TON
TIRES		\$120.00 PER TON
TIRES MIXED WITH OTHER WASTE	PREVAILING RATE PLUS \$5.00 PER TIRE	
SPECIAL WASTES (ACCEPTED ONLY WITH PRIOR APPROVAL & NOTIFICATION.)		
ASBESTOS (NON FRIABLE)	\$59.00	<del>\$58.00</del> PER TON
ASBESTOS (FRIABLE)		\$100.00 PER TON
DEAD ANIMALS	\$59.00	<del>\$58.00</del> PER TON
OTHERS (AS DETERMINED BY RESOURCE AUTHORITY)	\$59.00	<del>\$58.00</del> - \$100.00 PER TON
UNCOVERED VEHICLES	ADDITIONAL	\$25.00
MINIMUM CHARGE FOR PER TON FEES		\$10.00
WOOD MULCH SALES (WHEN AVAILABLE)		
PICK UP TRUCKS AND SMALL TRAILERS (1 Bucket)		NO CHARGE
ALTERNATE DAILY COVER (ACCEPTED ONLY @ SMITH GAP LANDFILL WITH PRIOR NOTIFICATION & APPROVAL.)		\$25.00 PER TON
VEHICLE WEIGH FEE (NON-MEMBER VEHICLES)		\$25.00
UNACCEPTABLE WASTE CHARGES	\$100.00 PER TON @ MINIMUM ONE TON + HANDLING COSTS, RELATED DAMAGES, AND LOST REVENUE	

LATE ACCOUNT PENALTY 10% OF AMOUNT PLUS INTEREST AT THE LEGAL RATE ON THE PRINCIPAL

## NOTE:

THE ROANOKE VALLEY RESOURCE AUTHORITY RESERVES THE RIGHT TO ESTABLISH FEES AND CHARGES AS IT DEEMS NECESSARY AND APPROPRIATE FOR WASTES NOT LISTED HEREIN AND TO REFUSE TO ACCEPT ANY MATERIAL DEEMED BY THE AUTHORITY TO BE UNACCEPTABLE.

REVENUE

2015-2016

Disposal Fees	\$	7,981,200		
Interest Income	\$	35,000		
Transfer from Contingency Reserve Fund	\$	434,974		
Sale of Recyclable Material	\$	38,000		
Miscellaneous - Mulch Sales	\$	36,000		
Transfer - Rutrough Road	\$	-		
			Total	\$ 8,525,174

EXPENSES

Personnel				
Administrative	\$	665,851		
Transfer Station	\$	712,528		
Smith Gap	\$	804,848		
Totals				\$ 2,183,227
Operating				
Administrative	\$	399,945		
Transfer Station	\$	2,478,681		
Smith Gap	\$	1,338,321		
Totals				\$ 4,216,947
Capital				
Administrative	\$	-		
Transfer Station	\$	15,000		
Smith Gap	\$	10,000		
Totals				\$ 25,000
Reserves				
Administrative	\$	-		
Transfer Station	\$	559,700		
Smith Gap	\$	1,540,300		
Totals				\$ 2,100,000
Debt Service				\$ -
Totals				
Administrative	\$	1,065,795		
Transfer Station	\$	3,765,909		
Smith Gap	\$	3,693,470		
			Total	\$ 8,525,174

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>REVENUE</b>						
Disposal Fees	\$ 7,786,670	\$ 7,594,400	\$ 7,326,600	\$ 7,729,480	\$ 7,932,050	\$ 7,981,200
Interest Income	\$ 200,000	\$ 45,000	\$ 28,000	\$ 28,000	\$ 32,000	\$ 35,000
Transfer from Contingency Reserve Fund	\$ 1,629,080	\$ 1,596,087	\$ 490,991	\$ 405,405	\$ 456,323	\$ 434,974
Sale of Recyclable Material	\$ 44,640	\$ 50,600	\$ 55,000	\$ 35,000	\$ 35,000	\$ 38,000
Miscellaneous - Mulch sales	\$ 38,000	\$ 59,800	\$ 39,450	\$ 39,450	\$ 46,830	\$ 36,000
Transfer - Rutrough Road	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 9,823,390</b>	<b>\$ 9,470,887</b>	<b>\$ 7,940,041</b>	<b>\$ 8,237,335</b>	<b>\$ 8,502,203</b>	<b>\$ 8,525,174</b>

**EXPENSES**

Personnel	\$ 1,818,943	\$ 1,863,655	\$ 1,972,540	\$ 2,004,856	\$ 2,126,647	\$ 2,183,227
Operating	\$ 3,907,661	\$ 3,828,652	\$ 3,995,501	\$ 4,118,479	\$ 4,260,556	\$ 4,216,947
Capital	\$ 15,000	\$ -	\$ 12,000	\$ 14,000	\$ 15,000	\$ 25,000
Transfer to Reserves	\$ 1,310,000	\$ 1,010,000	\$ 1,960,000	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000
Debt Service	\$ 2,771,786	\$ 2,768,580	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 9,823,390</b>	<b>\$ 9,470,887</b>	<b>\$ 7,940,041</b>	<b>\$ 8,237,335</b>	<b>\$ 8,502,203</b>	<b>\$ 8,525,174</b>

**DISPOSAL FEES**

Municipal \$ per ton	45	45	45	47	48	49
Private \$ per ton	55	55	55	57	58	59

<b>% INCREASE in expenses</b>	<b>-5.6%</b>	<b>-3.6%</b>	<b>-16.2%</b>	<b>3.7%</b>	<b>3.2%</b>	<b>0.3%</b>
-------------------------------	--------------	--------------	---------------	-------------	-------------	-------------

**RESOLUTION NO**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 21, 2015, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179**

**WHEREAS**, the Town of Vinton, along with Roanoke County and Roanoke City are the governing bodies of the Roanoke Valley Resource Authority (RVRA); and

**WHEREAS**, in accordance with the Member Use Agreement dated October 23, 1991, the annual budget of the Authority must be submitted for approval by each of the governing bodies after approval by the RVRA Board; and

**WHEREAS**, on March 25, 2015, the RVRA Board approved the 2015-2016 annual budget in the amount of \$8,525,174.

**NOW THEREFORE BE IT RESOLVED**, that the Vinton Town Council does hereby approve the 2015-2016 operating budget in the amount of \$8,525,174 to operate and maintain the Roanoke Valley Resource Authority.

This Resolution shall be effective from and after the date of its adoption.

This Resolution adopted on motion made by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, with the following votes recorded:

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk



## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Public Works

### **Issue**

Update on water pressure issue on East Virginia Avenue and Pine Street.

### **Summary**

Gary Woodson, Public Works Director, will give an update on this issue at the meeting.

### **Attachments**

None

### **Recommendations**

No action required



## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Administration

### **Issue**

Update and consider approval to publish an RFP for renovations to the Farmers' Market as part of the \$700,000 CDBG Project.

### **Summary**

On November 18, 2014 Town Staff presented Council with a preliminary design concept for the Farmer's Market renovations as part of the Downtown CDBG Project. The preliminary design concept focused more on site improvements to the area between the Farmers' Market building and the stage area. The parking was cut in half, angled seat walls were suggested and the space was made "greener". After discussing the design concept Council decided they would like to focus more on the stage area to make the space more functional for current and future events. Town Staff indicated that they would have to ask DHCD for approval of this because in the original grant submission the money was allocated for the Farmers' Market site.

Staff explained to DHCD that the stage area has always been considered part of the Farmers' Market site and by doing work on the stage it would benefit the site and its future uses more than just doing concrete and site work. DHCD agreed to look at the area comprehensively and allow money to be used for the stage also.

The comments made by Council at the November 18 Council Meeting were discussed with the Downtown Management Team and Hill Studio. Through these conversations a new site plan was developed. The new site plan will expand the stage and roofline, provide seating, paint the building and other areas and enhance the area through plantings. A 3D model of the plan will be presented to Council.

The construction work will take about 90-120 days to complete. If work begins in late June or early August it should be done by Fall Festival. However; this will disrupt the summer activities associated with the Farmers' Market such as Mingle at the Market and the vendors who sell produce during the week and on weekends. If construction begins after the Fall Festival the December grant deadline may be exceeded.

**Attachments**

Design Plan

**Recommendations**

Consensus of Council to proceed



7



## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Finance/Treasurer

### **Issue**

Financial Report for February 2015

### **Summary**

The Financial Report for the period ending February 28, 2015 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee met on April 14, 2015 to discuss this report and will make a presentation to Council at their Regular Meeting.

### **Attachments**

February 28, 2015 Financial Report Summary

### **Recommendations**

Motion to approve the February 2015 Financial Report

Financial Report Summary  
 Month Ending February 28, 2015

THE TOWN OF  
**VINTON**  
 V I R G I N I A



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
<b>General Fund 200</b>						
Revenues	8,566,220	4,287,684	748,674	4,224,670	(63,013)	99%
Accrued Revenue Adjustment			285,857	285,857		
Total Adj. Revenues	8,566,220	4,287,684	1,034,531	4,510,528	222,844	105%
Expenditures	8,566,220	5,717,538	537,252	4,986,323	(731,215)	87%
Revenues over/(under) Expenditures		<b>(1,429,854)</b>	<b>497,279</b>	<b>(475,795)</b>		
<b>Utility Fund 300</b>						
Revenues	3,449,935	2,171,877	460,177	2,231,374	59,497	103%
Less: Tinker Creek Project Revenue		0	0	0		0%
Less: Bond Series 2013		0	0	0	0	
Operating Revenues	3,449,935	2,171,877	460,177	2,231,374	59,497	103%
Expenditures	3,449,935	2,357,252	253,993	2,503,028	145,776	106%
Less: Tinker Creek Project Expenditures		0	0	0	0	0%
Less: Bond Series 2013		0	80,360	515,015	515,015	
Operating Expenditures	3,449,935	2,357,252	173,633	1,988,014	(369,239)	84%
Revenues over/(under) Expenditures		<b>(185,375)</b>	<b>286,544</b>	<b>243,360</b>		
<b>Total All Funds</b>						
Revenues	12,016,155	6,459,561	1,494,708	6,741,901	282,341	104%
Expenditures	12,016,155	8,074,790	710,884	6,974,336	(1,100,454)	86%
Revenues over/(under) Expenditures		<b>(1,615,230)</b>	<b>783,824</b>	<b>(232,435)</b>		



## **Town Council Agenda Summary**

### **Meeting Date**

April 21, 2015

### **Department**

Administration

### **Issue**

Budget Presentations:

- a. Human Resources
- b. Vinton Business Center
- c. Town Manager
  - (1) Operating Budget
  - (2) Building and Grounds
- d. Town Council
  - (1) Operating Budget
  - (2) Community Contributions
  - (3) Joint Local Government Services

### **Summary**

Council will be briefed on these budget items.

### **Attachments**

None

### **Recommendations**

No action required